



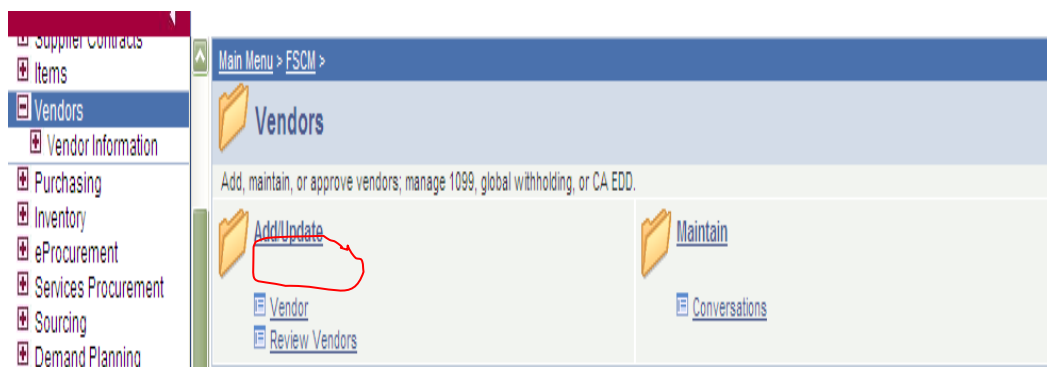
STATE OF TENNESSEE  
DEPARTMENT OF GENERAL SERVICES

STEVEN G. CATES  
COMMISSIONER


BILL HASLAM  
GOVERNOR

## How to Find Bidders & Vendors in Edison

Follow this path to **access a vendor in Edison**:



From the left-hand menu select **FSCM -> VENDORS ->** and then **VENDOR** under the Add/Update section, near the center of the page to reveal the Vendor Information search screen pictured below.



**Vendor Information**  
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

SetID: =

Vendor ID: begins with

Persistence: =

Short Vendor Name: begins with

Our Customer Number: begins with

Name 1: begins with

☐ Include History ☐ Correct History ☐ Case Sensitive

[Basic Search](#)

### CENTRAL PROCUREMENT OFFICE

312 ROSA L. PARKS AVENUE, 3RD FLOOR • NASHVILLE, TENNESSEE 37243  
(615) 741-1035 • FAX: (615) 741-0684 • [WWW.TN.GOV/GENERALSERV/](http://WWW.TN.GOV/GENERALSERV/)

If You have the	
Vendor ID	In the "Vendor ID" line switch the criterion from "begins with" to "contains" and enter the Vendor ID, select search and choose your vendor from the search results.
Vendor Name	In the "Name 1" line switch the criterion from "begins with" to "contains" and enter the vendor name, select search and choose your vendor from the search results.

Follow this path to **access a bidder in Edison:**




 From the left-hand menu select **FSCM -> SOURCING ->** and then **MAINTAIN BIDDER** under the Event Responses section, near the center of the page to reveal the Vendor Information search screen pictured below.

#### Maintain Bidder

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value | [Add a New Value](#)

SetID:  

Bidder ID:

Status as of Effective Date:

Approval Status:

Bidder Type:

Company Name:

[Basic Search](#)  [Save Search Criteria](#)

[Find an Existing Value](#) | [Add a New Value](#)

If You have the	
Bidder ID	In the "Bidder ID" line switch the criterion from "begins with" to "contains" and enter the Bidder ID, select search and choose your bidder from the search results.
Bidder Name	In the "Company Name" line switch the criterion from "begins with" to "contains" and enter the bidder name, select search and choose your bidder from the results.

Follow this path to **locate a bidder OR vendor by Query:**



From the left-hand menu select **FSCM REPORTING TOOLS** and then **FSCM Query VIEWER** to reveal the Vendor Information search screen pictured below.

**Query Viewer**

Enter any information you have and click Search. Leave fields blank for a list of all values.

Here queries and/or data: **\*Search By:**  begins with  are some for bidder vendor

[Advanced Search](#)

TN_SUPPLIER_VENDOR_USER_LIST	This query will generate a list of vendors that are also registered as eSuppliers in Edison.
VENDOR_BY_NIGP	This selection will yield all vendors in Edison by their associated NIGP codes.
AUC_BIDDER_USERS – Listing of bidders in Edison	This query will supply a list of ALL registered sourcing bidders in Edison.

It is advisable that the results are extracted into Excel format for easy viewing. This can be accomplished by selecting Excel next to your desired Query as also seen below.

Query Name	Description	Owner	Folder	<a href="#">Run to HTML</a>	<a href="#">Run to Excel</a>	<a href="#">Schedule</a>	Remove
TN_AP36_VENDOR_UPDATES	Vendors updated by date	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>
TN_CG_CONTRACT_EXTRACT2	Contract Re-Procurement Extrct	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>
TN_CG_CONTRACT_EXTRACT3	Contract Re-Procurement Extrct	Public		<a href="#">HTML</a>	<a href="#">Excel</a>	<a href="#">Schedule</a>	<input type="button" value="-"/>